3Cal**SAWS** | Notes from Training Committee Meeting

Date:	January 11, 2023	Notes Location:	[Filename or file path]
Time:	9:00 am – 10:30 am	Meeting Materials:	Agenda
Meeting Called by:	Jayna Longstreet		

Attendees:	Region 1: Odioh Odiye (SF), Marcos (Marin), Marily Balderas (Cilia Johnson), Maricela Flores
	Region 2: Kristin Montoya, Gina Horn (Sutter), Shauna Armbright
	Region 3: Molly Coughlin (for Darlene Lawson), Cindi Smith
	Region 4: Ashley Coyle, Dawn Narayan
	Region 5: Darcey Hanna, Carl Simmons (for Trinity Hemstedt), Emmanuel Molina (for Paul), Enrique Frias,
	Region 6: Raul Ruano
	CalSAWS: Ashley Arnold, Jayna Longstreet, Cristina Garcia

Topic	Important Points
CalWIN migration training update - Ashley	• Wave 2 in the middle of instructor lead training • Wave 3 counties going through WBTs, prepping for ILT sessions • Just recently started bringing in Wave 4 counties to prep for LMS load for 1/16 • Also working with Waves 5 and 6 to prep for their WBTs
County Induction Information gathering and collaboration opportunity - Jayna	• Jayna will share the path to the committee • Met in November, got together in December – Carl Simmons shared what San Bernardino county does to prep for induction courses, how to use the training environment and build golden cases; recording on the web portal • Single cohort of all counties to meet monthly, have not yet scheduled for January • Question: Can counties who have not transitioned to CalSAWS participate in this group? When counties join CalSAWS they can migrate into the team. The plan is to keep this meeting as an ongoing piece so counties can continue to communicate, gather/share information

Training environment touchpoint - Jayna	• Have now moved to new 2023 Refresh Schedule
	  ○ Friday, January 6, 2023
	  ○ Friday, May 5, 2023
	  ○ Friday, September 1, 2023
	  ○ Friday, January 5, 2024
	• Had a refresh this past weekend
	• Some cases were not wiped out, working with Carl at San Bernardino
	• No major issues

Training manual development status - Jayna	• CF is good to go – CIT is in review, CF manuals should be available in word form in the next week

Topic	Important Points
	• There's a number of others in the document process, hopefully will be available in the next couple of months
	• Training manuals originated with CIV – takes the user through the major functionality – impacts, how to's, basic navigation, basic troubleshooting – similar to the ILT structure (CF, CW, and MA are in phase 1, with CF coming out very soon)
Guest, Onur Senman – information gathering for BenefitsCal	• Establish an environment so new staff can get familiar with the functionality of BenefitsCal (similar to MyBCW for CalWIN) – the goal is the training and production environments will be as similar as possible so staff can become familiar with the system so they can assist customers with navigation
	• What is crucial for the BenefitsCal training environment?
	o Will it link up to the training environment if documents were submitted so staff can practice how the back and forth works?
	o Employment Services was hoping there is an environment so they can assist their clients with nagivating the system
	o Reminder, like the training production environment, the training BenefitsCal environment will need a refresh to wipe out the environment as well.
	o Currently we don't have batch and imaging is not working. If this can be fixed then this would make the training BenefitsCal environment useful to show new staff how the BenefitsCal works with SAR7s and images, as well as how appointments link up to the training environment.
	o UAT and the training environment function differently
	o Think if we have access to the current environment to see what is there and what improvements are needed, we will be able to provide better feedback – currently the consortium has access to this environment – Ashley and Onur will look into this to see what can be done

(Optional Items)

#	Action Item	Assigned To	Assigned Date	Due Date	Status
1	Notify committee when web portal guide and schedule updated for 2023 refresh schedule	Joyce	11/2/2022		In progress Guide updated and

	1/11/2023: Will let us know when the guide is officially updated			committee emailed on 12/1/2023 Release/refresh schedule update in progress
2	Provide update on issue generating Customer reporting forms in Training Staging *1/11/2023: No updates at this moment*	Jayna/Joyce	11/2/2022	11/28 Committee notified that defect CA-252222 created

Comments/Questions:
- Ticket submitted for issues with logging into the Training Production environment – 1/10 there were known issues for logging in to systems due to the storms. Cris will look into this ticket.
- In CalSAWS the MAGI emulator results are based on the last digit of the SSN not data entry
- When copying cases in CalSAWS do we have to manually update the SSN of each copied case? CalWIN masks as it copies and PII will randomly change. CalSAWS will only mask between Production to Training Staging. Once you copy to Training Production it'll keep the same information (we will know the difference between cases by the system adding the 1, 2, 3... at the end of the name) –
  - Suggestion #1: once update the individual demographics page, need to remove the number, trainees should assign the case to their workload inventory to be able to locate case
  - Suggestion #2: have trainees add their initials to the client's name to make for easier searching
- Keep in mind the Training Staging and LMS Core look very similar, the passwords are completely different, good idea to keep the password reset on the same timeline and use the same password.